

INSTRUCTIONS FOR TAXPAYERS-FORM 941 V.I.

- LINE 1.** Enter the number of employees on your payroll during the quarter. Do not include household employees and persons not compensated during the Quarter.
- LINE 2.** Enter the total of all wages paid, tips reported, taxable fringe benefits provided and other compensation paid to employees, even if you do not have to withhold income taxes on it.
- LINE 3.** Enter the income tax you withheld on wages, tips, and taxable fringe benefits.
- LINE 4.** Use this line to correct errors in income tax withheld from wages paid in earlier quarters for the same calendar year. Do not use this line to adjust or to claim a refund or credit for any overpayment of income tax that you withheld or deducted from an employee in a prior year. Because any amount shown on this line increases or decreases your tax liability, the adjustment must be taken into account on line 11 Monthly Summary of Tax Liability. You are required to provide background information and documentation supporting prior quarter adjustments or attach a statement that shows: (1) What the error was, (2) Quarter in which the error was made, (3) The amount of the error each quarter and (4) Date in which you found the error.
- LINE 5.** Add line 4 to line 3 if you are reporting additional income tax withheld for an earlier quarter. Subtract line 4 from line 3 if you are reducing the amount of income tax withheld. If there is no entry on line 4, enter amount from line 3.
- LINE 6.** Enter advance EIC payments made to employees. Eligible employees may elect to receive part of the EIC as an advance payment.
- LINE 7.** Subtract line 6 from line 5.
- LINE 8.** Enter the total deposits made during the quarter and any overpayments from preceding quarters.
- LINE 9.** You should have a balance due only if your net tax liability for the quarter (line 7) is less than \$2,500. (However, see Publication 15 or the Circular E regarding payments made under the accuracy of deposits rule) If line 7 is \$2,500 or more and you have deposited all taxes when due, the amount on line 9 (balance due) should be zero.
- LINE 10.** If you deposited more than the correct amount for the quarter, indicate that amount in the space provided. This overpayment can be refunded or applied to your next return by checking the appropriate box. If you do not check either box, your overpayment will be applied to your next return. The VIBIR may apply your overpayments to any past due tax accounts.
- LINE 11.** This should be a summary of your tax liability, not a summary of deposits made. If line 7 is less than \$2,500, do not complete line 11. Complete line 11 if you are a monthly schedule depositor (see Circular E for details on deposit rules). Skip line 12 and complete line 13.
- LINE 12.** Complete line 12 if you are a Semi-Weekly Schedule Depositor. (See Circular E for details on deposit rules). Indicate the day wages that were paid during the week of the quarter by placing a check mark in the appropriate box.
- LINE 13.** Indicate date and the amount of deposit made during the quarter.

NOTE: This form must be filed by the last day of the month following the end of the quarter.

QUARTER	ENDING	Form 941V.I. Due Date
Jan. - Feb. - Mar.	Mar. 31	Apr. 30
Apr. - May - June	June 30	July 31
July - Aug. - Sept	Sept. 30	Oct. 31
Oct. - Nov. - Dec.	Dec. 31	Jan. 31

V. I. Bureau of Internal Revenue Codes for Principal Business Activity and Principal Products or Services (select only one and enter on front of form).

Agriculture, Forestry, and Fishing Codes

Farms:

- 0120 Crops (including vegetables & fruits)
0250 Poultry & eggs
0270 Animal

Agricultural services and forestry:

- 0740 Veterinary services
0753 Livestock breeding
0780 Landscaping & horticultural services
0790 Other agricultural services
0930 Fishing, hunting and trapping

Construction Codes

- 1510 General building contractors and operative builders
1611 Heavy construction

Special trade contractors:

- 1711 Plumbing and air conditioning
1721 Painting, paperhanging, and decorating
1731 Electrical work
1740 Masonry, drywall, stone, tile
1750 Carpentering and flooring
1761 Roofing, siding, and sheet metal
1771 Concrete work
1781 Water well drilling
1790 Other

Manufacturing Codes

- 2000 Food
2300 Apparel
2500 Furniture & fixtures
2700 Printing & publishing
2800 Chemicals
3100 Leather & leather products
3970 Other

Transportation, Communication, Electric, Gas, and Sanitary Services Codes

- 4121 Passenger transit
4210 Trucking
4216 Trash collection
4220 Warehousing
4400 Water transportation
4540 Air transportation
4722 Passenger transportation/arrangements
4799 Other transportation services
4800 Communication
4900 Utilities

Trade Codes

Wholesale trade of durable and nondurable goods:

- 5001 Selling for own account
5002 Agent or broker for other firms-more than 50% of gross sales on commission

Retail trade:

- 5211 Building materials, hardware, garden supplies
5398 General Merchandise
5490 Food Stores
5511 Automotive Dealers
5541 Gasoline Service Station
5699 Apparel & accessory stores
5710 Furniture, home furnishings and equipment
5810 Eating and drinking places
5996 Miscellaneous retail stores

Finance, Insurance, and Real Estate codes

- 6000 Banking
6100 Credit agencies
6212 Security and commodity brokers, dealers exchange and services
6411 Insurance agents, brokers & Services
6511 Real estate agents, brokers & managers
6512 Other real estate activities
6748 Holding and other investment companies

Service Codes

- 7012 Hotel & other lodging places
7299 Personal services
7398 Business services
7510 Automotive services & repairs (including rentals)
7680 Miscellaneous repair services
7840 Motion picture theaters and video tape stores and services
7980 Amusement and recreational Services
8098 Medical & Health services
8111 Legal services
8200 Educational Services
8351 Child day care
8722 Certified Public Accountants
8999 Other Services

THIS FORM MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE END OF THE QUARTER. IF YOU GO OUT OF BUSINESS, YOU MUST FILE A FINAL RETURN AND INDICATE THE DATE THE FINAL WAGES WERE PAID.